



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All PERSONS INTERESTED

Regulatory Investigator (2 vacancies)

PN# 109790

Fire Department

Fire Prevention

Permits

2931 W. 12th Street

M – F, 8 a.m. – 5 p.m.*

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Assesses businesses for compliance with the fire permit ordinance.
- Conducts interviews at businesses within the city to determine if the proper permits are maintained by the business.
- Keeps records of all activities including documentation of businesses visited and their degree of compliance.
- Prepares reports of business compliance and their activities.
- Educates business owners and the public about the Fire Department Permit Program.
- Researches to identify businesses that may not be in compliance with the Fire Permit Ordinance.

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WORKING CONDITIONS

There are no major sources of discomfort, i.e., and essentially normal office environment with acceptable lighting, temperature and air conditions. The position is physically comfortable; the individual has discretion about walking, standing, etc.

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MINIMUM EDUCATIONAL REQUIREMENTS

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

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MINIMUM EXPERIENCE REQUIREMENTS

Six months of work experience in document research, investigations, or a related field are required.

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MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

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PREFERENCES

Preference will be given to applicants who are computer literate and have good customer service skills. Good written and verbal communication skills also preferred.

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SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

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SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 11

\$755.00 - \$1,051.00 Biweekly \$19,630.00 - \$27,326.00 Annually

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OPENING DATE

April 5, 2006

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CLOSING DATE

April 11, 2006

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APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-8718. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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